

## **CENTRAL EGLINTON CHILDREN'S CENTRE ADMISSION AND WAITLIST POLICY AND PROCEDURE**

**Date Policy and Procedures Established: July 5, 2022**

**Date Policy and Procedures Updated: March 8, 2024**

### **Wait List**

As there is a high demand for space in CECC, the details of families who would like to register in one of our programmes, will be kept on a wait list. This does not guarantee a space in the programme, as our wait lists can be extensive. CECC does not charge for families to be placed on the list.

The Director reserves the right to manage the wait list in the best interest of CECC. Admission will be granted at the Director's discretion based on programme needs and space availability.

To add a child to our waitlist, a parent/guardian must complete the form on CECC's website: [www.centraleglintonchildrenscentre.com](http://www.centraleglintonchildrenscentre.com) , admissions page.

- Date
- Child's name.
- Child's date of birth
- Site (Eglinton or St. Monica)
- Sibling information if applicable
- Age group
- Desired start date
- Home address
- Phone number.
- Supports required for a child.
- Subsidy number from Toronto Children's Services

### **Priority**

**For admission purposes, CECC's priority is to fill spaces with full time children who live in our school districts.**

For our **Eglinton Site's Toddler & Preschool programmes**, priority is given in the following order:

1. Children of CECC's staff, until they reach school age, does not guarantee entry into CECC affiliated schools
2. Children moving within CECC's Programmes – ex. Toddler/Pre-School
  3. Siblings of children enrolled in CECC's Programmes, who are eligible to attend Eglinton Public School
4. Children on CECC's Full Time wait list, who are eligible to attend Eglinton Public School
5. Siblings of children enrolled in CECC's Programmes, who are not eligible to attend Eglinton Public School
6. Children on CECC's Full Time wait list, who are not eligible to attend Eglinton Public School

For our **Eglinton Site's Kindergarten & School Age Before & After programmes**, priority is given in the following order:

1. Children moving within CECC's Programmes, who are eligible to attend Eglinton Public School
  2. Siblings of children enrolled in CECC's Programmes, who are eligible to attend Eglinton Public School
3. Children on CECC's Full Time wait list, who are eligible to attend Eglinton Public School

For our **St. Monica Site's Kindergarten & School Age Before & After programmes**, priority is given in the following order:

1. Children moving within CECC's Programmes, who are eligible to attend St. Monica Catholic School
2. Siblings of children enrolled in CECC's Programmes, who are eligible to attend St. Monica Catholic School
3. Children on CECC's Full Time wait list, who are eligible to attend St. Monica Catholic School

**\*Please note:**

\*Eligibility for attendance at our affiliated schools, changes from time to time, parents/guardians must check the schools' (TDSB) websites for the most recent information.

\*Admission to CECC's Toddler and Pre-School Programmes does not guarantee space in the affiliated elementary school

### **Admission**

If a space is available, parents/guardians will be notified by email and given a deadline by which to respond. If no response is received, an effort will be made to notify the family by phone. If no contact is made or the deadline is missed, the child's name will be removed from the waitlist.

- If a family is unable to take the space at the time offered, but would still like a space at some point, we will allow them to keep your priority on the waitlist. If they decline for the second time, we will remove the child's name from the list, or a family may choose to have their name moved to the bottom of the waitlist.
- If a family accepts, they will be given a deadline by which the deposit and forms must be submitted to secure space. If the deadline is missed, the child's name will be removed from the waitlist and the space given to another child.

### **Registration**

To register, parents/guardians must complete the following information and submit it to CECC:

- Online Application Information (Registration Package)
- Proof of Address i.e., lease, utility bill
- Immunization Record (Yellow card from doctor)
- Consent form signed by both parents (if applicable)
- Pre-Authorized Debit Agreement completed and signed and void cheque for verification in order that monthly fees might be processed as electronic funds transfers on the first of each month.
- A "refundable deposit." This will be deducted from a parent/guardian's bank account when we receive the registration package and PAD agreement. The deposit will be refunded with one month's notice of withdrawal.
- Allergy and/or medical information (if applicable)
- Medications i.e., EPIPEN, Asthma Medications (labeled with child's name, and pharmacist's label/prescription), non-prescription medication i.e., antihistamine, may be accompanied by a doctor's note.
- Treatment Plan (Medication), signed by the child's doctor (if applicable)

**Please Note:** If there are any changes to a family's contact information or a child's medical information after submitting an application, parents/guardians must inform CECC immediately.

### **Annual Re-Registration**

In March each year, our enrollment for the following September is determined.

To reserve a space for the following year parents/guardians will need to complete and sign the forms in the package distributed in late February and return it by the deadline given:

**Please Note:** After the deadline, remaining spaces are offered to families on the waitlist. If a registration is returned late, the child's space for the following September will not be guaranteed, and a parent/guardian will need to add their child's name to our wait list.

CECC's priority is to serve the families of children within our schools' attendance areas. Therefore, if a family moves out of the attendance areas once they have been admitted, they may be asked to make alternate care arrangements as soon as possible.

### Part Time Space

CECC's priority is to fill our Toddler/Preschool spaces with full time children. If the full time wait list has been exhausted, we may arrange partnerships to fill spaces with children from our part time wait list. (Toddler/Preschool only).

### Welcome Visits

Prior to starting CECC, a meeting will be arranged between the family and the educators from the room in which their child will be enrolled. Educators will use this opportunity to get to know the family and the child a little, to gather information pertinent to the child's care, and to answer any questions the parents/guardians may have.

- Toddler/Pre-School - CECC suggests that the visit be held somewhere that the child feels at ease, usually in the family home, or a favourite park. We will do our best to accommodate the family's schedule.
- Kindergarten/School Age – CECC directors will arrange a brief introduction meeting with our Educators.
- Prior to attending, we will arrange an orientation and tour of the programme.

### CECC Withdrawal Policy

#### **Families enrolled in CECC for more than three months:**

To withdraw from CECC without penalty, a family must give one full month's written notice. If sufficient notice is not given, they will forfeit their full deposit.

#### **New Families, within 3 months of start date:**

A family will still need to give one month's notice to withdraw from CECC to receive any part of their deposit, but if they leave within 3 months of their start date, regardless of whether they have given one full month's notice, ***an administration charge of \$100 will be deducted from their deposit.***